



City of Deltona, Florida

NOTICE OF POSITION VACANCY

PARKS ATTENDANT - INTERMITTENT

ISSUE DATE: 6/4/15

CLOSING DATE: Open Until Filled

ELIGIBILITY: Internal & External Applicants

LOCATION: Parks & Recreation Dept.

HOURS: Nights & Weekends & Holidays – Hours Vary

- **Regular Intermittent Position- (Part Time – up to 28 hours per week)**
- **Anticipated Hiring Wage: \$9.76/hour**

DEFINITION: Under general supervision, the purpose of the position is to provide on call, as-needed attendant services for City Park & Recreation facilities. Position monitors scheduled programs at the assigned facility and performs a variety of manual tasks in conjunction with cleaning and maintenance of the facility.

ESSENTIAL FUNCTIONS (Not all inclusive): Ensures that all groups comply with all rules and regulations stipulated in the City's Facility Use and Agreement Policy. Monitors activities of groups using City Facilities, deals with problems, answers questions, and records all instances of damage or other problems. Opens and closes facility as required by schedule of events. Ensures that buildings are locked and secured at the end of each day. Sets up and tears down tables and chairs in rooms as required by the specific function taking place. Coordinates scheduling of facilities in keeping with monthly calendar. Evaluates programs. Keeps appointment calendar and schedules appointments. On a daily basis cleans parking lot and property of all trash; checks restrooms and replenishes toilet tissue, paper towels, soap, etc., cleans bathrooms as needed. Reports all damage, situations, or vandalism, both verbally, and on forms provided. When closing, does a walkthrough of all buildings. Turns off lights, makes sure all doors and windows are locked and buildings are secure. Interacts and communicates with various groups and individuals such as the immediate supervisor, other City personnel, volunteers, customers, service providers, community organizations, sales representatives, sponsors, business owners/leaders, professional fitness associations and the general public. Receives and responds to questions, concerns and complaints of citizens. Receives calls and visitors, directs to appropriate entities. Operates a variety of office equipment, such as a computer, printer, calculator, copier, and fax machine. Assists with special events as needed and assists in other Parks and Recreation facilities as required.

MINIMUM QUALIFICATIONS: High school diploma or GED; supplemented by up to 6 months previous experience and/or training; or an equivalent combination of education, training, and experience. Ability to operate a computer required. Satisfactory Level II Background Check (Finger Printing) required.

SPECIAL REQUIREMENTS: Must possess First Aid and CPR certifications or must be obtained within 6 months of hire. Must possess and maintain a valid Florida Driver's License.

Submit completed City of Deltona employment application to: City of Deltona, Attn: Human Resources, 2345 Providence Blvd., Deltona FL 32725. Application available at www.deltonafl.gov.

Veteran Preference in appointment will be given to eligible Veterans and Spouses

If you require an accommodation because of a disability to participate in the application/selection process, you must notify the Human Resources Department at 386-878-8750 at least 48 hours (excluding weekends and holidays) prior to the meeting or activity.